

## **INSTRUCTIONS FOR COMPLETING COST ESTIMATING WORKSHEET**

The Cost Estimating Worksheet is included to assist you in preparing and evaluating your estimates of project costs. Part A must be submitted with the school construction grant application package. Part B must be submitted for any project with estimated costs exceeding \$2 million and must be received by the School Facilities Unit no later than September 30, 2000.

### **PART A (Cost Estimating Worksheet)**

#### **Initial Cost Estimate and Scope of Project**

It is advisable to provide the best possible cost estimates at this time. Once the grant authorization has been issued by the General Assembly, any subsequent change in scope or cost to a degree determined by the Commissioner of Education shall result in the project having to be resubmitted to the General Assembly for reauthorization. Until the project is so reauthorized, no payment will be made other than for work on the project originally authorized.

Check the appropriate boxes on the left side of the worksheet to indicate those components included in the proposed project.

Enter your best estimate of the costs of each such component in the Project Cost column. For General Alterations, determine the degree of alteration according to the instructions for Form ED049 Schedule 8b.

Subtotal the Project Cost column at SUBTOTAL (A).

Total the Project Cost column at TOTAL ESTIMATED PROJECT COST.

Enter the square footage of the area where each component is located. If some parts of the project area are affected by more than one component, include that square footage in all such components.

#### **Cost per Square Foot Analysis**

Calculate the cost per square foot for the Purchase component and each line above SUBTOTAL (A) by dividing the Project Cost column by the Square Feet column and enter the result in the Cost per Sq.Ft. column.

For the project components Project Management & Design Fees and Other, divide the figure entered in the Project Cost column by SUBTOTAL (A) and multiply by 100. Enter the result in the % of subtotal (A) column.

The preprinted figures in the right hand column represent the range of anticipated costs per square foot and percentage of fees to construction costs, based on projects submitted in recent years. For any project components where the figure entered in either of the Cost per Sq.Ft. or the % of subtotal (A) columns does not fall within the range given in the right-hand column, a written explanation or justification must be submitted with the worksheet.

**INSTRUCTIONS FOR COMPLETING  
COST ESTIMATING WORKSHEET  
(cont'd)**

**Change in Cost or Scope**

Once the grant authorization has been issued by the General Assembly, any subsequent change in scope or cost to a degree determined by the Commissioner of Education will result in the project having to be resubmitted to the General Assembly for reauthorization. Until the project is so reauthorized, no payment will be made other than for work on the project originally authorized.

**PART B (Detail Cost Estimating Worksheet)**

This part of the worksheet must be submitted for any project with estimated costs exceeding \$2 million. It must be completed by a professional cost estimator or by a suitably qualified technical person employed by the school district or town, and must be received by the School Facilities Unit no later than **September 30, 2000**.

<p><b>THE TOTAL ESTIMATED PROJECT COSTS REPORTED ON PART B MUST AGREE WITH THOSE REPORTED ON PART A.</b></p>
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# **COST ESTIMATING WORKSHEET (PART A)**

<b>Project Components:</b>	<b>Project Cost \$</b>	<b>Square Feet</b>	<b>Cost per Sq. Ft.</b>	<b>Norm Range Cost/Sq.Ft.</b>
<input type="checkbox"/> General Alterations				
Light	\$ _____	_____	_____	\$40 - 60
Medium	\$ _____	_____	_____	\$60 - 100
Heavy	\$ _____	_____	_____	\$100 - 160
Total estimated cost of alterations	_____			
<input type="checkbox"/> Technology Infrastructure	_____	_____	_____	Standard Not Determined
<input type="checkbox"/> Extension	_____	_____	_____	\$140 - 180
<input type="checkbox"/> Energy Conservation	_____	_____	_____	Standard Not Determined
<input type="checkbox"/> New	_____	_____	_____	\$175 - 225
<input type="checkbox"/> Relocatable Classrooms (Purchased)	_____	_____	_____	\$80,000 per unit (Installed)
<input type="checkbox"/> Roof Replacement	_____	_____	_____	Standard Not Determined
<input type="checkbox"/> Site Improvement	_____	_____	_____	Standard Not Determined
<input type="checkbox"/> Furniture, Fixtures & Equipment	_____	_____	_____	Standard Not Determined
<input type="checkbox"/> Code Violation	_____	_____	_____	Standard Not Determined
<input type="checkbox"/> Asbestos Abatement	_____	_____	_____	Standard Not Determined
<input type="checkbox"/> Swing Space (Lease)	_____	_____	_____	\$15/sq.ft. per year
SUBTOTAL (A)	\$ _____			
<input type="checkbox"/> Facility or Site Purchase	_____	_____	_____	Based on appraisals
			<b>% of sub- total (A)</b>	<b>Norm Range % subtotal (A)</b>
<input type="checkbox"/> Project Management & Design Fees	_____		_____	15-20%
<input type="checkbox"/> Other	_____		_____	2-5%
TOTAL ESTIMATED PROJECT COST	\$ _____ *			

\* Must agree with form ED049, Schedule 2b.

Note: Include an inflation factor of 4% per year in your estimated costs.

\_\_\_\_\_  
Preparer's Name

\_\_\_\_\_  
Preparer's Signature

\_\_\_\_\_  
Date

## **DETAIL COST ESTIMATING WORKSHEET (PART B)**

(To be completed for projects with estimated costs greater than \$2 million)

State Project No. \_\_\_\_\_ Facility Name: \_\_\_\_\_  
District: \_\_\_\_\_

SECTION	DESCRIPTION	SUB-TOTALS	TOTALS
	Site/Facility Acquisition		
	Site Only	_____	
	Facility and Site	_____	\$ _____
<b>DIVISION 1 - GENERAL REQUIREMENTS</b>			
	Temporary Construction	_____	
	_____	_____	
	_____	_____	\$ _____
<b>DIVISION 2 - SITE WORK</b>			
	Demolition	_____	
	Hazardous Materials Abatement	_____	
	Earthwork	_____	
	Paving and Surfacing	_____	
	Utilities	_____	
	Site Improvements	_____	
	Landscaping	_____	
	Athletic Equipment	_____	\$ _____
<b>DIVISION 3 - CONCRETE</b>			
	Cast in Place Concrete	_____	
	_____	_____	
	_____	_____	\$ _____
<b>DIVISION 4 - MASONRY</b>			
	Unit Masonry	_____	
	Brick	_____	
	Restoration work	_____	
	_____	_____	\$ _____
<b>DIVISION 5 - METALS</b>			
	Structural Metal	_____	
	Metal Decking	_____	
	Ornamental Metal	_____	
	_____	_____	\$ _____
<b>DIVISION 6 - WOOD &amp; PLASTICS</b>			
	Rough Carpentry	_____	
	Finish Carpentry	_____	
	_____	_____	\$ _____

## DETAIL COST ESTIMATING WORKSHEET (PART B)

SECTION	DESCRIPTION	SUB-TOTALS	TOTALS
<b>DIVISION 7 - THERMAL &amp; MOISTURE PROTECTION</b>			
	Waterproofing/Dampproofing	_____	
	Insulation	_____	
	Fireproofing	_____	
	Roofing	_____	
	Specialties and Accessories	_____	
	Skylights	_____	
	_____	_____	\$ _____
<b>DIVISION 8 - DOORS &amp; WINDOWS</b>			
	Doors and Frames	_____	
	Special Doors	_____	
	Entrances and Storefronts	_____	
	Windows	_____	
	Hardware	_____	
	_____	_____	\$ _____
<b>DIVISION 9 - FINISHES</b>			
	Gypsum Board and Systems	_____	
	Ceilings	_____	
	Floorings	_____	
	Walls	_____	
	_____	_____	\$ _____
<b>DIVISION 10 – SPECIALTIES</b>			
	Chalkboards and Tackboards	_____	
	Louvers and Vents	_____	
	Identifying Devices	_____	
	Lockers	_____	
	Toilet Accessories	_____	
	(F F & E) _____	_____	
	_____	_____	\$ _____
<b>DIVISION 11 - EQUIPMENT</b>			
	Library Equipment	_____	
	Theater and Stage Equipment	_____	
	Food Service Equipment	_____	
	Residential Equipment	_____	
	(F F & E) _____	_____	
	_____	_____	\$ _____

## DETAIL COST ESTIMATING WORKSHEET (PART B)

SECTION	DESCRIPTION	SUB-TOTALS	TOTALS
<b>DIVISION 12 - FURNISHINGS</b>			
	Casework	_____	
	Window Treatment	_____	
	Furniture and Accessories (F F & E)	_____	
	_____	_____	\$ _____
<b>DIVISION 13 - SPECIAL CONSTRUCTION</b>			
	Pre-Engineered Structures	_____	
	Pools	_____	
	Fire Suppression and Supervisory Systems	_____	
	_____	_____	\$ _____
<b>DIVISION 14 - CONVEYING SYSTEMS</b>			
	Elevators	_____	
	Lifts	_____	
	_____	_____	\$ _____
<b>DIVISION 15 - MECHANICAL</b>			
	Plumbing	_____	
	HVAC	_____	
	_____	_____	\$ _____
<b>DIVISION 16 - ELECTRICAL</b>			
	Service and Distribution	_____	
	Lighting	_____	
	Communications	_____	
	Technology	_____	
	_____	_____	\$ _____
<b>SOFT COSTS</b>			
	A/E Fees	_____	\$ _____
	CM Fees	_____	
	Surveys, Testing & Inspections	_____	
	Reimbursables	_____	
	Contingencies (____%)	_____	
	_____	_____	\$ _____
<b>Inflation factor @ 4% per year (to mid-point of construction)</b>			\$ _____
<b>Total Project Costs</b>			\$ _____

\_\_\_\_\_  
Prepared by

\_\_\_\_\_  
Date